

Joint Local Board Minutes 27/11/2017

Christian Malford Monday, November 27, 2017 7.00pm Chair: Claire Kennedy Clerk: Samantha Forrest

Governors Attending: Jill Rowe, Rich Jefferson, Andrea Kaye, Claire Kennedy, Nick Jarman, Shirley Palmer, Julia Harle, Heather Lee,

Governors Apologies: Linda O'Grady, Emily Edmondson, Debbie Luter.

Non Governors Attending: Samantha Forrest, Christina Help

Non Governors Apologies: Liz Townend.

AGENDA ITEM Opening Prayer

MINUTE EB conducted an opening prayer, as appropriate to the circumstances.

AGENDA ITEM Welcome and apologies

MINUTE The Chair extended a particular welcome to Christina Help, who was attending the meeting with a view to joining the JLB as Community Member for Seagry. Apologies had been received from LG, EE and DL and sanctioned by the JLB, and Liz Townend (link DBAT representative) had also indicated that she was not able to attend on this occasion. DS and EN were absent (unsanctioned).

AGENDA ITEM Register of interests and any further declarations

MINUTE The Clerk presented the Register of Interests, which she had put together from the declarations made by members on The Trust Governor. This covered business and financial interests and she asked members to check their own entries and to ensure that the system had registered the (recent) date when they had checked and/or updated their declarations. This was needed so that an accurate and up-to-date record could be posted on the websites. She also drew members' attention to the section in the 'interests' part of the system that called for the declaration of non-pecuniary interests and asked that members complete this section (including nil returns). She would then compile a Register of Non-Pecuniary Interests for the websites. No further declarations, pertaining either to that evening's agenda or to update the previous declarations, were made.

ACTION Members to check entries, ensure the system has recorded the declaration date accurately and complete their declaration of non-pecuniary interests.

SF to update the existing Register accordingly, produce another for non-pecuniary interests and post on the school websites.

AGENDA ITEM Minutes of previous meeting

MINUTE The minutes of the JLB meeting held on 25 September 2017 were agreed as a true and accurate record so could be signed off by the Chair.

AGENDA ITEM Matters arising and not covered later in the agenda

MINUTE The Clerk had prepared a paper updating the JLB on how actions for items not otherwise covered in that evening's agenda had been, or were being, addressed. Any items that had moved on

further since the paper had been produced were updated verbally. AK gave further information about how last year's Year 6 leavers were settling into their secondary schools. The feedback from both Hardenhuish and Sheldon was that the former CM pupils had settled in well and letters had been received from those pupils who had gone to Sheldon in this respect. No information had been received from either Malmesbury or Wootton Bassett, but the general feedback from parents across all of the secondary schools had been positive. It was agreed to include a short piece in the next Local Board Update on the transition of pupils from the three schools to secondary education.

ACTION SF to write a short piece for Local Board Update and place it in the newsletter.

AGENDA ITEM Feedback from members of the month

MINUTE CK had been member of the month for September and had reported back on her activities in the meeting on 25 September. She confirmed that she had nothing further to add to that feedback. HL had been member of the month for October; she had visited two of the schools and would complete Visit Forms accordingly. As the subject leader for her link subject had been on leave, she had been advised to contact her on her return to discuss the key points. The member of the month for November had been SP, who reported on her main activities during the month. These had included attending the DBAT training session on Safeguarding at CM, checking the Single Central Record in all three schools and meeting with the SBM to discuss Health and Safety issues. She had also met with a representative of RMI to discuss risk assessment, which she had found to be a very useful session. SP had also gone to the celebration assembly at CM, on the theme of Children in Need, which she said was very well attended. She commented that she had been made to feel very welcome at all three schools.

ACTION All outstanding visit reports to be uploaded to the system or returned to the Clerk.

AGENDA ITEM Feedback from Open Days

MINUTE AK said that the Open Day at CM had been very well attended and had attracted a different set of people than in the past. She explained that, formerly, some of the attendees had clearly been looking at the school as a comparison to their first and second choices, whereas those attending on this occasion appeared to be visiting CM as their chosen or preferred school. There was a mix of prospective parents and people from the community, including some from Lyneham, which was encouraging. RJ said that most of the visitors to SWP had been parents of two to three year-olds, some of whom were currently connected with the pre-school. He was disappointed not to see anyone from Malmesbury, despite the effort that had been put into leafleting in the town. JR added that more parent visits had been booked and conducted since the Open Day and that two new pupils (moving into the village) were due to join the school in September. HL reported that the Open Day at Seagry had attracted six or seven people, some of whom were just exploring their options, alongside visits to other schools. JR said that three sets of parents who couldn't come to the Open Day had visited the school since then and that eight or nine new pupils were due to join in September as a result of this and the Open Day.

AGENDA ITEM Analysis of the 2016/17 School Visit forms

MINUTE SP spoke to the paper that she had produced outlining the findings from her review of all the Visit Forms returned in 2016/17. The paper highlighted a number of strengths that had been identified and outlined where improvements could be made.. She had expressed the latter as a series of questions to which she referred members for consideration and discussion. In particular, she asked that: members circulate their draft visit report to the school contact or subject leader (copied to the Head of School) before the final version was submitted: that examples of how the Christian Values had

been demonstrated during the visit be given on the report; and that direct comparisons between the schools are not made in the report. The latter prompted some questions and discussion. SP clarified that, while it was important to identify and spread good practice across the schools, no judgements should be made on the visit forms. This was not the governors' role and was not appropriate. Instead, the form could certainly be used to highlight practices that were good or had impressed the member and, if appropriate, to ask whether this was being done in the other schools. Following discussion, the suggestions for improvement outlined in the paper were agreed by the JLB and SP would update the paper and upload it as a reference source for members. The JLB thanked SP for her work in analysing the forms and taking the process forward in this way.

ACTION SP to update the paper and upload it to TTG.

AGENDA ITEM Questions arising from committee minutes

MINUTE Due to unforeseen circumstances, the S & P Committee had not met since the last meeting, but was due to meet the following day. The minutes would be available to all members on the system. The minutes of the C & S Committee had been uploaded to the system for members to view. JH ran through the key items discussed, which had included the progress data for SEND and PPG pupils and Term 1 data. She confirmed that the Safeguarding Policy was now fully compliant and said that, following Anti-bullying week in the schools, that policy would be reviewed and updated in the near future. The Resources Committee had met in October and the system minutes were available. RJ said that they hadn't discussed finance in detail, as the SBM had not been able to attend, but this would be followed up as appropriate. Some of the meeting had been given over to a SWOT analysis, facilitated by the Clerk, which would be discussed by the JLB later in the evening's agenda.

AGENDA ITEM Report back from Strategy Group

MINUTE RJ fed back the main points from the Strategy Group, which had met around six weeks before. The general educational background, both locally and nationally, had been discussed and some consideration given to the overall vision for the next few years. This included some thought about whether any of the schools would differentiate themselves by becoming a beacon in a particular area (for example, sport). AK commented on the possibility of changing the structure of the school day to accommodate any new vision for one or more of the schools. Staff had been consulted and were engaged and keen to explore ideas; accordingly, she would make some time available - perhaps at a TD day in June - to discuss this further with the staff. JR said that this was also tied up with discussions about how - and where - non contact time was used, for example, whether staff could conduct their PPA time at home. If this were to be allowed, a protocol would be written to ensure proper practice and consistency.

AGENDA ITEM Executive Principal's report

MINUTE JR highlighted a few areas from her written report. She said that the NoR at CM in particular had increased since the report had been drafted, and drew attention to the unusually high number of KS2 pupils after Christmas, which affected the afternoon class sessions. The number of KS2 pupils at SWP was also on the rise but was manageable. CK asked if it would be feasible to divide the CM KS2 afternoon class for certain subjects and if there were any plans to do so. JR said that this made sense in principle but that the current staffing is making it difficult to do in practice. JR was due to meet with DBAT's Senior Education Leader the following day and staffing is on the agenda. JH asked whether any of the other DBAT schools had spare capacity in their TA resource that could perhaps be utilised. JR replied that she wasn't aware of any. JR has now met with all three of the pre-school managers to

discuss all ongoing issues. There followed some discussion about the current lack of TAs and some suggestions were made. CH asked if there was a talent bank of TAs that could be accessed when necessary instead of using an agency. CK added that Lyneham school had recently advertised for TAs and might have had a number of good but ultimately unsuccessful candidates who could perhaps be approached if the proper channels were followed. JR explained that talent banks did not always provide candidates who were suitable, as they did not necessarily meet the fairly specific requirements of the three schools. However, this could be borne in mind for the future. EB asked whether it was worth expanding the opportunities for apprentice TAs to join any of the schools. JR said that there was currently no capacity within the staff resource to train apprentices, so experienced candidates were being sought. In answer to a question from CK. JR said that the low TA resource was having an impact on behaviour at one of the schools, but any incidents were being dealt with in line with the Behaviour Policy. Turning to another part of the Executive Principal's report, SP asked JR to expand on the concern expressed by one parent about changes to residentials. JR explained the reasons behind the changes, which concerned Year 5 and Year 6 pupils, and that this had been fully communicated to both the children and the parents. RJ asked for an update on the situation with the boiler at Seagry School. JR said that the thermostat was not working so the temperature could not be regulated. As it was not feasible to repair the system, a bid for capital monies would be made in the next budget year to allow the purchase of a new boiler. RJ and SP would add this to maintenance plan to ensure that it was in the system going forward.

ACTION RJ/SP to include the new boiler in the maintenance plan.

AGENDA ITEM School Development Plans

MINUTE CK drew members' attention to the completed Self-Evaluation Reports (SERs) that had been uploaded and now replaced the former SEFs. These were live documents that were continually evolving and would start to populate the SDPs in the near future. In answer to a question from RJ, JR explained that the judgements within the SERs had been made by the Heads of School, together with the DBAT Senior Education Leader (SEL), and validated by the Executive Principal. JR explained the process by which the one SDP would be produced from the three SERs. This was in the hands of DBAT and she would discuss it further during her meeting with the SEL the following day. The SDPs was therefore in progress and would be brought to the November meeting for discussion. In the meantime, the key priorities that would underpin the SDP were set out in the SER for each school and noted by the JLB.

AGENDA ITEM Outputs from SWOT analysis

MINUTE SF outlined the process that had been carried out at the last meeting of the Resources Committee, which had focussed on identifying those things about the schools, or how they had been promoted, that had (or had not) helped to attract more pupils to join. She had recorded the outputs in a paper, which included an action plan designed to capture the key measures that needed to be taken to capitalise on the strengths, address the weaknesses, take advantage of the opportunities and, where possible, negate the threats. SF said that it was important that each of the actions was owned by one or more members; she asked members to confirm that they were happy with the actions assigned to them and requested volunteers for those actions for which no owners had so far been identified. Members agreed to consider the action plan and contact SF after the meeting.

ACTION All to look at action plan and to a) confirm that they will take on 'their' actions, and b) identify any other actions on which they could lead. All to contact SF.

DECISION The paper and the next steps set out within in were agreed by the JLB.

AGENDA ITEM Annual safeguarding report

MINUTE SP referred members to the papers that had been made available to support the annual safeguarding report to the JLB. This included the outputs of the QA visit carried out earlier in the year by the DBAT specialist in this field. SP felt that this process and assessment was more rigorous than the self-assessment pro-forma provided by Wiltshire Council (WC). On that basis, the DBAT pro-forma would be used as a live document on which action points and their outcomes would be recorded throughout the year. This would then form the basis for the safeguarding reports to the JLB going forward. In addition, the form produced by WC would be completed and returned in the near future. JR clarified that the schools were still accountable to WC for their safeguarding activities; responsibility would transfer to DBAT once the latter had received its Ofsted inspection. SP went on to update the JLB on actions being taken to ensure that the safeguarding policy was underpinning practice in the three schools. As part of this, staff were to discuss a range of scenarios and the responses that should be made and then refer to the policy to check that the understanding on the ground matched the official line. The schools' safeguarding team would also conduct this exercise, also looking at DBAT's central safeguarding policy in this context. She was confident that the schools were fully compliant in both word and deed but it was important to test this out with staff to ensure that this remained the case going forward.

AGENDA ITEM Target setting and pupil performance

MINUTE JH tabled a summary of expected performance for the end of 2017/18 in the three schools. This showed, for the end of KS1 and KS2 in each school (Years 2 and 6 respectively), the percentage of pupils expected to reach ARE for Reading, Writing and Maths. In answer to questions from members, AK explained that the targets were aspirational but included the expected results of any interventions that were planned for individual pupils. CK commented on the importance of the pupil profile sheets in producing a good starting point for end-of-year target setting. JH said that the DBAT SIO had expressed confidence in the knowledge that underpinned the moderation within the schools and had validated the target AREs. Members agreed that the SIO was proving an asset to the schools.

AGENDA ITEM SEND report

MINUTE SP spoke to her paper which gave the annual SEND report to the JLB. She explained that the progress outlined in the paper was based on the provision maps at the end of Term 6 of 2016/17 and that this represented a summary for the JLB that was underpinned by a much wider set of information. The paper should be read in conjunction with the relevant financial information and a summary detailing the SEND monies received, how they had been spent and what the impact had been would be posted on the websites. In answer to a question from RJ about the number of SEND pupils in the schools, as compared with other schools, JH confirmed that it was above the national average in all three schools. It was pleasing to see that the comments received from parents of SEND pupils who were fairly new to the schools had been positive. SP also confirmed that the Able and Talented pupils had been suitably challenged and had met expectations.

AGENDA ITEM PPG report

MINUTE SP presented a written report, which should be read alongside financial details setting out the monies received and how they had been spent. As with the SEND report, the PPG paper outlined the impact of that expenditure and was based on the provision maps at the end of Term 6. Work was ongoing to establish what steps were being taken to accelerate progress in maths for two pupils but the evidence showed that, overall, the gap was being closed. The websites would be updated to ensure

that they included a narrative about the impact of PPG monies on the progress of the pupils in this category.

ACTION JR to update the websites with the impact.

AGENDA ITEM **Executive Principal's Performance Review**

MINUTE The Executive Principal and the Deputy Executive Principal left the meeting for this item. The Chair confirmed that the performance review had taken place the previous week and she outlined the process. She said that all of the personal objectives had been either fully or partly met and that the targets for the current year, based on the Teaching and Learning programme, had been agreed.

AGENDA ITEM **DBAT policies**

MINUTE A number of level 1 policies had been agreed by the Main Board and were presented to the JLB for adoption. The new policies were: Foundation Governors Policy; and Salary Overpayment Policy and Procedure. The ones that had been reviewed and, where appropriate, updated were: the Pay Policy for 2017/18; the Central Safeguarding Policy; Managing staff Reductions - Policy and Guidance for Heads, and Guide for Employees; Freedom of Information Policy and DBAT Publication Scheme; and the Procurement Policy. The Clerk added that a few level 2 and 3 policies had very recently been received from DBAT; as these could be adapted, as necessary, she would be in touch with the relevant committees so that any work on them could be undertaken prior to the next JLB meeting at which they would be presented for approval.

ACTION SF to send the level 2 and 3 policies to the relevant committees.

DECISION All of the level 1 policies were adopted by the JLB.

AGENDA ITEM **Finance update**

MINUTE In the absence of DL, JR gave an update, based on the information provided by the SBM. She said that the 2016/17 figures had not yet been confirmed and that no amendments had been made to the current budget at this early stage in the schools' financial year. She referred to the three pre-schools and explained that, when all funds had been transferred and their expected income for the year understood, a full review would be undertaken to confirm the financial impact of the pre schools for the current year is in line with due diligence predictions. The difficulty in recruiting TAs had been discussed earlier in the meeting and reference was now made to the financial implications, which included the use of agency staff. In a similar vein, the salary and agency costs arising from the high level of staff absence (sickness) were brought to members' attention. JR went on to say that DBAT had asked the schools to look at their advancing three years to see whether there was likely to be any significant change in NoR or staffing. Although small changes were known or expected, there was nothing significant on the horizon that would seriously affect the budget figures. DBAT had also requested reports that compare forecast spend year to date (YTD) with actual spend YTD. Finally, JR referred to the success of Wrap-around Care run at SS which was now operating five days a week. Its popularity could mean that a third member of staff would need to be recruited. The SBM would undertake a full income/expenditure review at the end of December.

AGENDA ITEM Health and safety update

MINUTE SP, who had recently taken over as link member for Health and Safety, updated the JLB on her activities so far and what she had found. She had been impressed with DL's knowledge and understanding of the issues and processes and was meeting her again on 7 December to conduct a school walk. She was gathering information and ideas from a variety of sources to ensure that she was armed with all of the facts and was fully aware of the requirements. She would then work with the SBM to take forward the Health and Safety agenda, as appropriate.

AGENDA ITEM Clerk's update

MINUTE The Clerk highlighted the importance of the meeting attendance records, which needed to be displayed on the website and which had that week been requested by DBAT as well. She said that, while the records were kept automatically within The Trust Governor, their accuracy depended on each member clicking on the appropriate link in the meeting notification message and following it through into the system. She reminded members to do this on every occasion to ensure that their attendance or apology registered on the system. Next, the Clerk informed members that Wiltshire Council (WC) was currently consulting on the term and holiday dates for 2018/19. This would run until 2 February, after which schools would be notified of the chosen option of the two that were under consideration. She said that, although the JLB was able to set its own dates for the three schools, our usual practice was to follow the WC dates, for the convenience of all. She would update members again in the spring. Finally, the Clerk talked about the next issue of Local Board Update, which was due out in the last week of the current term. She ran through the subjects for articles that had so far been suggested and a number of comments and suggestions were made. SF noted the suggestions and said that she would contact some members following the meeting in connection with the articles. It was agreed that the deadline date for receipt of articles by the Clerk was 12 December.

ACTION SF to contact members about articles needed for LB Update.

AGENDA ITEM Review progress against JLB objectives

MINUTE Members looked through the current year's JLB objectives and cited action taken or events held to support their achievement. For the first objective, this included the Harvest Experience at Seagry, the planning and leading of class worship by pupils at SWP and the other work done by the school Worship Councils to embed the Christian values into practice at the schools. The second objective had been furthered by the creativity shown by the children in adorning the windows, doors, and mirrors with images that help them to be spiritual in their daily lives. The use of an electric candle provided by the church also facilitated this process and created the right atmosphere for worship. The third objective, which centred on the SDP, had been taken forward by the production of the SERs, which had been discussed by the JLB earlier in the meeting. Members had agreed that these documents were very useful both for their own sake and to underpin the SDP. The review of Local Board Visit Forms, also covered earlier in the meeting, was another positive step towards achieving this objective. With the fourth objective in mind, DBAT had attended a staff meeting, at the invitation of the SLT, and had provided an excellent training session on Safeguarding. For the final objective, the FFT dashboard was being used to monitor progress and attainment, although its limitations for our schools were acknowledged. For example, the data for our schools often went out of date quickly, partly due to mobility in and out of the schools. The responsibility for reviewing and interpreting pupil performance data had recently been passed to JH, as the new Chair of the C&S Committee, and she had attended FFT training.

AGENDA ITEM Closing prayer

MINUTE EB said a prayer to bring the meeting to a close.